

D R A F T

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Security of CS Historical Papers

1. Sensitivity

CS histories bring together in a single paper the essential story of a program, a field station, or a Headquarters element and as a category are among the most sensitive documents produced in the Clandestine Service. The risks involved in compiling such noncompartmented accounts must be recognized and controlled from the time a paper is started. Writers and others responsible for the preparation and control of CS histories must be constantly concerned with their security and safekeeping.

2. Security Classification

CS histories are classified SECRET, or higher if warranted. Published papers are stamped with the GROUP 1 stamp on the title page.

3. Custody and Safeguards

Histories are normally published in an original and one Xerox copy only. The original is held in custody of the chief of the responsible CS component or his designated representative; the single Xerox copy is held in the Office of the DDP. On occasion a history is published in a third copy when another DDP component or

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another directorate is closely involved in the subject matter. Completed histories or drafts are never transmitted outside the Agency Headquarters area (which of necessity includes Rosslyn and other properly secured Agency locations). Working drafts or extra copies are destroyed upon publication of the paper; sensitive source documents are returned to the files from which they were drawn, or destroyed if they are extra copies. Drafts and published copies of historical papers are handcarried between locations in the Headquarters area and are never to be transmitted in the courier system.

4. Responsibilities of Custodians

The officer responsible for the custody of CS historical papers ensures that the papers (or any portions of them) are issued only on a legitimate need-to-know basis as authorized by appropriate authority. (See Section 6 below). He must know at all times who has the papers and where they are located. He maintains the prescribed logs and records and submits an annual inventory report to the CS Historical Board as specified in paragraph 3c (11) of CSI 5-13. He also submits a semi-annual report on

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readership of published histories. To facilitate the use of one section of a paper by a person who does not need to know its total content, the histories are bound with a plastic binder which permits easy copying of the pages to be issued. Procedures for controlling such portions of a document are the same as for the history as a whole.

In the temporary absence of the regular custodian an alternate should be designated and should be briefed on control procedures.

5. Transfer of Custodianship

When custody of papers in the CSHP series is permanently transferred the following procedure will be followed:

a. The incoming and outgoing custodians will take a physical inventory of histories being transferred. A list of the histories will be prepared, at the bottom of which the following statement will be typed and signed:

Custody of the above histories
has been transferred from John
Doe to Henry Roe on _____ (date).

(s) John Doe (s) Henry Roe

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b. One copy of the signed and dated list will be forwarded to the Executive Secretary, CS Historical Board.

6. Access and Readership

Measures should be taken by component management and Historical Officers to ensure that the histories are made available to those who have a legitimate need for the information. Controls should protect the papers from unauthorized readership but should not unnecessarily impair their intended value.

The procedure for obtaining access to a paper in the CSHP series is as follows: The applicant signs a completed Request to Review (suggested form attached) which is to be approved by the component chief, or by an officer to whom he delegates approval authority either for all or for specified papers. It is preferred that the paper be read in the office of the custodian but it may also be checked out on loan. When it is returned, the custodian notes the date and initials the form which becomes a part of the custodian's permanent record.

7. Circulation Logs

The custodial officer will maintain a folder containing a circulation log sheet for each historical paper.

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The log sheet will contain the historical paper number, title, date loaned and to whom, purpose of loan, and date returned. This procedure applies to completed drafts as well as published histories. A suggested log sheet is attached.

Attachment:
As stated

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CIRCULATION LOG - CS Historical Paper #

TITLE:

LOANED TO

DATE

OFFICE/LOCATION/EXT

PURPOSE

DATE
RETURNED

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Date _____

REQUEST TO REVIEW _____

HISTORICAL PAPER NO. _____

I request permission to read this document for the following reason:

I request the loan of this document for _____ days.

I agree that I will not loan this document to any other person or make any copy or paraphrase of any part of it except with specific written approval.

(Name)

(Agency Component)

(Room and Extension)

Approved: _____
(Name)

(Title)

(Date)

This document was loaned
on _____
(Date)

READER'S COMMENTS:

It was returned on

(Date)

Custodian